

2k Business Services Limited

Management, quality and productivity support services

...because we'll be there for you

Tel: 01633 430166

Home

Management

ISO9001

ISO14001

OHSAS18001

EFQM Excellence

Productivity

Lean

5S

Statistics (SPC)

General

Training

Policies

About us

Contact us

Supplements

Downloads

FAQ

News

A Range of Services to Suit all Businesses

You can call upon specialist help, advice or training in any of the following areas.
We have particular experience in supporting small and medium-sized enterprises (SMEs)

This page:

[Management systems and standards](#)

[Productivity and efficiency systems](#)

[Training and certification](#)

[Convenient delivery](#)

[Grant support](#)

Management systems and standards

We support a range of management standards, which can be separately implemented or integrated into a single management system

- **ISO9001 management systems.**
We can help with: training, documentation, auditing, review, assessment and certification. Compatible and may be combined with ISO14001, OHSAS18001 and other standards.
[Further details](#)
- **ISO14001 environmental management systems.**
We can help with: training, documentation, auditing, review, assessment and certification. Compatible and may be combined with ISO9001, OHSAS18001 and other standards.
[Further details](#)
- **OHSAS18001 occupational health and safety management systems.**
We can help with: training, documentation, auditing, review, assessment and certification. Compatible and may be combined with ISO9001, ISO14001 and other standards.
[Further details](#)
- **EFQM Excellence model (a self-assessment programme for management improvement).**
We can help with: explaining the system, conducting reviews and identifying areas for improvement.
[Further details](#)

Productivity and efficiency systems

We can help with the implementation of the most popular productivity and efficiency initiatives.

- **Lean systems (value focus and productivity).**
We help companies increase value and reduce costs in production and administration using the principles of Lean, adapted to each organisation. Compatible with ISO9001, ISO14001, OHSAS18001 and other standards.
[Further details](#)
- **5S (workplace efficiency in factories, offices and even at home).**
We can help with: system training, review and focussed advice for implementation or improvement. Compatible with ISO9001, ISO14001, OHSAS18001 and other standards.
[Further details](#)
- **Statistical Process Control (SPC) - productivity improvement.**
We can help with: training in data collection and analysis methods, practical support, and focussed advice for implementation or improvement.
[Further details](#)

Training and certification

We can provide essential and relevant training to enable you to develop and support your management systems.

We also provide certification for organisations not requiring UKAS registration.

- **Auditor training (for ISO/BS management systems (with certificates of competence).**
Training covers formal requirements, procedure design, record keeping, individual and team exercises and on-job practise, for use with ISO9001, ISO14001, OHSAS18001 and other standards.
[Further details](#)
- **Other management training (with certificates of competence).**
A range of training courses related to quality and performance management. Suitable for all levels of responsibility and experience.
[Further details](#)
- **Assessment and Certification against ISO/BS management systems.**
Non-UKAS assessment and certification for ISO9001, ISO14001 and OHSAS18001.
Further details: [ISO9001](#) - [ISO14001](#) - [OHSAS18001](#)

Convenient delivery

You receive our services in any of several ways ways that you find convenient.

- **Individual coaching.**
Working with you to develop capability on-job and help you overcome any particular difficulties with ISO9001, ISO14001, OHSAS18001 and other standards.
- **Formal certificated training.**
For individuals or groups. Standard and special courses to suit your particular needs. Certificates are awarded for competence, and applicable to ISO9001, ISO14001, OHSAS18001 and other standards.
- **Preparation and maintenance of process documents.**
To cut your administration burden and take away some of the stress. Applicable to ISO9001,

ISO14001, OHSAS18001 and other standards.

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On-site or off-site training venues.

A selection of locations to suit your requirement and convenience.

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Telephone and email support.

For your convenience and rapid response.

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Out-of-hours working where required.

To fit in with your operational and personal requirements.

Grant support

Many of our SME customers get up to 50% grant support through several regional development agencies.
The money comes to you, not to us, but we can help you find out where to look for support.

Ring us on: **01633 430166**
or email us at: enquiry@2kbs.co.uk

[| Home |](#)
[| ISO9001 | ISO14001 | OHSAS18001 | EFQM Excellence |](#)
[| Lean | 5S | Statistics \(SPC\) |](#)
[| Training | Policies | About 2kBS | Contact |](#)
[| Downloads | FAQ | News | Events | Venues | Case Studies | Links | Partners |](#)



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